

Fostering Opportunities in Rural Southern Areas- FORSA

Quarterly Report # 2

Year 2012

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Period from January to March 2012

Q2Y1

Grant Award

AID-263-G-11-00038

Pathfinder International

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Grant Goal/Objectives

The overall goal of this project—entitled “FORSA,” which means “opportunity” in Arabic—is to contribute to poverty reduction among vulnerable youth in rural Upper Egypt by applying an integrated approach that addresses health and wealth improvements enhancing social protection. The specific objectives are the following:

1. Provide immediate employment opportunities for 1,500 youth in rural Upper Egypt by establishing a network of community health outreach workers to encourage greater access to health delivery services
2. Build the capacity of women in rural Upper Egypt and assist them technically and financially to start their own businesses (microenterprises).

I- Executive Summary

This quarter, the project focused on working on obtaining the necessary approvals from the Ministry of Insurance and Social Affairs (MoISA) as a pivotal action to start implementation of field activities. There is a foreseen delay in obtaining approvals given Egypt’s political unrest and security requirements, which are closely monitored by the project’s management.

All training materials and documents, as well as reporting templates that will be used throughout the life of the project, were finalized and are ready for use. In addition, the project dedicated time to finalize several pending administrative issues that included staffing and office setup. By Q2Y1, 15 project staff were recruited for and joined the project.

The project Performance Monitoring Plan (PMP) and the workplan (WP) were fine-tuned and modified to include a qualitative assessment component of gender issues and norms within the project intervention communities as advised by USAID. All the necessary tools required to apply the PMP were finalized and are ready for implementation.

II- Accomplishments

This quarter, the project focused on finalizing the pavement phase to ensure a smooth implementation with the start of field activities. Accomplishments during this quarter thus focused on fulfilling the following objectives:

1. Follow up regularly with MoISA to obtain approvals.
2. Finalize all training curricula and project documents necessary to start implementation of all project’s field activities.
3. Finalize personnel recruitment and office setup.
4. Modify the PMP and WP in accordance to USAID suggestions and recommendations.

5. Develop the PMP necessary tools for monitoring project activities.

During this quarter, the project's prime objective was to follow up on MoISA approval and security clearance to begin implementing project activities on the field level. In January 2012, FORSA project staff succeeded in conducting two meetings with MoISA officials, the first being with the Undersecretary of Insurance and Social Affairs in the Assuit governorate. The main purpose of the meeting was to orient the undersecretary on the FORSA project approach and activities. The undersecretary revealed his interest in the project's work but emphasized the necessity of the ministry's central approval as a preliminary step. Accordingly, the project succeeded in having an appointment with MoISA officials at the central level in Cairo and conducted the second meeting during the same month. The outcome of the meeting was a request of documents describing Pathfinder International and the nature of its activities. FORSA project staff obtained the required information in a formal letter from Pathfinder International, which was submitted to MoISA in February 2012. To date and till the submission of this quarterly report, the FORSA project is following up with MoISA on weekly basis, either by phone calls or meetings, and is awaiting the National Security Clearance and thus the final approval. All actions taken are timely communicated with USAID AOTR (Annex 1: detailed matrix of actions taken during Q2Y1).

In Q2Y1, the project succeeded in fulfilling the second objective, thus finalizing all training materials and all necessary project documents to start implementation of the project's field activities. The following training curricula were developed:

- ✓ Proposal Writing for interested/participant CDAs
- ✓ Financial Management for recipient CDAs
- ✓ Interpersonal Communications and Counseling Skills (IPC&C) with a health component for CDA outreach workers
- ✓ Egyptian Women Speak Out (EWSO) training of trainers (TOT) skills for Raedat Rifayat (RR) Supervisors
- ✓ EWSO for community women
- ✓ Simple bookkeeping for women starting their own microenterprises

In addition, all necessary selection criteria, CDA reporting forms, and data collection tools and formats were finalized. This activity is thus completed.

Personnel recruitment extended from Q1Y1 to Q2Y1 due to staff leave notices from their previous employers. This quarter, two staff joined the project whilst still other two are expected to join next quarter with the start of project activities on the field level, namely; the second field implementation specialist and a second accountant. Thus, activity is still in progress.

This quarter, all needs for furnishing and equipping the office premise were completed based on the received furniture from USAID stores and equipment purchased. This activity is thus completed.

USAID has requested some modifications to the PMP to include more in-depth analysis of gender norms as reflected through the project activities. The PMP was modified to include a qualitative assessment using focus group discussions and in-depth interviews to grasp gender norms pertaining to project activities within the intervention communities in the Assuit and Sohag governorates of Upper Egypt. Accordingly, the PMP was submitted with the necessary changes to USAID on March 5, 2012 and is awaiting approval. In addition, the tools necessary for PMP reporting requirements were

finalized. Also, USAID has requested a few modifications to the submitted workplan which are underway. This activity is re-opened and considered to be still in progress.

During Q2Y1, continuous communication was ensured with USAID and several meetings took place. During those meetings, updates concerning the project's approvals and activities were shared with the AOTR. Also, the PMP and workplan recommendations for modifications were thoroughly discussed.

Details of activities achieved during Q2Y1 as per the workplan are listed in table 1.

Table 1: Achievements of Q2Y1 according to the workplan

Activities	Expected Results	Quarter Achievement	Comments/Challenges
Outcome 1: Personnel and Office Set up			
Hire Staff	Project personnel recruited	Staff pending leave notices from previous employers joined the project this quarter.	The second field implementation specialist and the second accountant will join the project once the project's approval to start its activities is obtained, thus the activity is still in progress
Rent Office Premise/ Office Setup	Project premise furnished and equipped	Office setup was finalized and is ready for use by staff. All required communication tools, including internet connections and the phone system, were installed. Notebooks, software licenses, and server hard drives were also purchased.	Completed
Establish Project's Operation Systems (Finance, personnel, etc...)	Project Operation System developed	Project's personnel manual, job descriptions and financial system were developed.	Completed
Outcome 2 Technical Pavement for Project Implementation			
Activities	Expected Results	Quarter Achievement	Comments/Challenges
Develop Project's Workplan	Project Workplan developed	Project Workplan was modified based on USAID recommendations and re-submitted.	According to changes requested by USAID, this activity is in progress.
Develop Performance	PMP developed	PMP was developed in Q1Y1.	According to changes

Activities	Expected Results	Quarter Achievement	Comments/Challenges
Monitoring Plan (PMP)		USAID requested some modifications, thus the activity was re-opened, modifications were made, and PMP was re-submitted and is awaiting final approval.	requested by USAID, this activity is in progress
Submit Workplan and PMP to USAID	Project Workplan and PMP were submitted	Project Workplan and PMP were submitted to USAID and are awaiting approval.	In progress
Develop project's trainings' outlines and materials	Project's trainings' outlines and materials developed	<p>All project's training curricula and materials were developed and finalized in Q2Y1 to include the following:</p> <ul style="list-style-type: none"> ✓ Proposal Writing for interested/participant CDAs ✓ Financial Management for recipient CDAs ✓ Interpersonal Communications and Counseling Skills (IPC&C) with a health component for CDA outreach workers ✓ Egyptian Women Speak Out (EWSO) training of trainers (TOT) skills for Raedat Rifiyat (RR) Supervisors ✓ EWSO for community women ✓ Simple bookkeeping for women starting their own microenterprises 	Completed

Activities	Expected Results	Quarter Achievement	Comments/Challenges
Field activities			
Batch 1			
Result 1: Jobs created among local CDAs in intervention areas			
1.1.1 Approaching and orienting MoISA officials in intervention governorate	MoISA officials at the intervention governorates approached and oriented about the project's mission, vision and goals and established a continuous communication channel	In January, the project approached a MoISA official in the Assuit governorate, where he clarified that receiving foreign funds (USAID) requires obtaining an approval from the MoISA central office in Cairo. Accordingly, all subsequent activities are halted until the approval is obtained (details are explained under section II, project accomplishments).	The project is facing the challenge of delayed government approvals and is awaiting security clearance. Regular follow-up by project management is ensured.
1.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts selected and ranked based on socio-economic and poverty indicators agreed upon with MoISA officials	See 1.1.1 above. Project field activities are halted until MoISA approval is obtained (details are explained under section II, project accomplishments).	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan. This challenge applies to all subsequent activities below.
1.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings conducted and CDAs oriented on the project objectives and the proposed interventions; interested CDAs submit a standard letter of interest to the project	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.
1.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	submitted letters of interest; Participants trained to prepare successful proposals that qualify them for the proposed subgrants		will re-schedule its activities in an amended work plan.
1.1.5 Review and evaluate proposals	Submitted proposals by CDAs reviewed and evaluated by project review committee, thus ready for selection	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.
1.1.6 Conduct a pre-award assessment	Conducted pre-award assessment of CDAs as to both institutional and financial capacities based on a standard “terrorist check”	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.
1.1.7 Signing of subgrant agreements	Project signed subgrant agreements with CDAs that submitted successful proposals and passed the pre-award assessment	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.
Batch 2:			
Result 1: Jobs created among local CDAs in intervention areas			
2.1.1 Approaching and Orienting MoISA officials at intervention governorate	MoISA officials at the intervention governorates approached and oriented about the project’s mission, vision and goals and established a continuous communication channel	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
2.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts selected and ranked based on socio-economic and poverty indicators agreed upon with MoISA officials	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.
2.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings conducted and CDAs oriented on the project objectives and the proposed interventions; Interested CDAs submit a standard letter of interest to the project	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.
2.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that submitted letters of interest; participants trained to prepare successful proposals that qualify them for the proposed subgrants	See 1.1.1 above. Start of project field activities is awaiting MoISA approval.	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended work plan.

Collaboration with other CAs

To ensure consistency and synchronization of activities between the two USAID projects, namely FORSA and MCHIP, a meeting was held at MCHIP premises on March 6, 2012. The FORSA team shared the health messages they have prepared with the MCHIP team and all attendants shared their information and actions regarding government approvals. The outcome of the meeting was a general agreement to share the final developed messages by MCHIP as well as other projects' updates for synchronization, especially when it comes to government approvals.

Challenges:

The FORSA project is facing a major challenge to starting its field activities, namely the approvals from MoISA at the central level. The ongoing political instability is the main factor in delaying security clearance and thus the approval of the project. The project management is making every effort to accelerate the process of approvals through close follow-up and coordination with central level government officials. Conditions adversely affecting the situation, including the political atmosphere, the ongoing elections, and other turbulent issues, are to be considered during the next quarter.

As per the FORSA workplan, field intervention is delayed and is thus expected to start after obtaining approvals. Accordingly, the workplan and the reporting schedule will require modifications that will be shared with the USAID AOTR in an amended workplan for approval.

As no field activities were conducted during Q2Y1, only monitoring and evaluation (M&E) indicator #1 was calculated.

III- Success Stories

As field implementation did not start this quarter due to awaiting MoISA approvals, success stories are yet to be demonstrated.

IV- Activities for Next Quarter

Expected upcoming activities and targets for Q3Y1 are listed in table 2.

Table 2: Activities to be conducted during next quarter (Q3Y1)

Outcome 1: Personnel and Office Set up	
Activities	Next quarter: Q3Y1
Complete Hiring Staff	Two staff will join with the start of project field activities.
Outcome 2: Technical Pavement for Project Implementation	
Activities	Next quarter: Q3Y1
Develop Project's Workplan	This activity is in progress as per USAID recommendations and will be completed in Q3Y1.
Develop Performance Monitoring Plan (PMP)	This activity is in progress as per USAID recommendations and will be completed in Q3Y1.
Submit Workplan and PMP to USAID	This activity is in progress as per USAID recommendations and will be completed in Q3Y1.
Batch 1	
Result 1: Jobs created among local CDAs in intervention areas	
1.1.1 Approaching and orienting MoISA officials at intervention governorate	See 1.1.1 above. When MoISA approval is obtained, the project will re-schedule its activities in an amended workplan. This challenge applies to all subsequent activities below.

1.1.2 Ranking and selection of intervention districts\communities	
1.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	
1.1.4 Proposal writing workshop for interested CDAs	
1.1.5 Review and evaluate proposals	
1.1.6 Conduct a pre-award assessment	
1.1.7 Signing of subgrant agreements	
1.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of the Pathfinder	
1.1.9 Capacity development of CDA staff based on training material developed	
1.1.10 CDAs start implementation of proposed activities	
Batch 2	
Result 1: Jobs created among local CDAs in intervention areas	
2.1.1 Approaching and orienting MoISA officials at intervention governorate	
2.1.2 Ranking and selection of intervention districts\communities	
2.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	
2.1.4 Proposal writing workshop for interested CDAs	
2.1.5 Review and evaluate proposals	
2.1.6 Conduct a pre-award assessment	
2.1.7 Signing of sub grant agreements	
2.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of the Pathfinder	
Batch 3	
Result 1: Jobs created among local CDAs in intervention areas	
3.1.1 Approaching and orienting MoISA officials at intervention governorate	
3.1.2 Ranking and selection of intervention districts\communities	

3.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	
3.1.4 Proposal writing workshop for interested CDAs	

V- Monitoring and Evaluation

During Q2Y1, the project's PMP was fine-tuned and modified to include a qualitative assessment component of gender issues and norms within the project intervention communities as advised by USAID. It was thus re-submitted to USAID on March 5 and is awaiting final approval.

This quarter, two indicators are to be reported on as per the work plan and the earlier submitted PMP. The two indicators are:

Indicator #1: Number of jobs created for the implementation of FORSA project activities

Indicator #4: Percentage of CDAs that submitted proposals scoring $\geq 60\%$ in FORSA intervention areas

Achievement details are described in table 3.

Table 3: Achievement of project indicators

Number of indicator	Results Data	Baseline Year:	FY 1					FY 2					Total	Comments (Explanation on a - / + 10% actual from target)
			Q1	Q2	Q3	Q4	FY1 total	Q1	Q2	Q3	Q4	FY2 total		
Indicator # 1	Target			18	527	1027	1027	1527				1527	1527	A total of 16; 15 full time FORSA staff and 1 consultant (temporary) were hired by the project in Q2Y1. Two staff will join with start of project activities: a field implementation specialist and an accountant.
	Actual			16										
Indicator # 4	Target			50%	50%	50%	50%						50%	NA= calculation not applicable as project activities did not start
	Actual			NA										

VI- Annexes

Annex 1: Detailed Matrix with Actions Taken with MoISA during Q2Y1

Date	Description	Outcome
January 23rd 2012	Meeting	<p>A meeting took place in the Assuit governorate with the Undersecretary of Insurance and Social Affairs.</p> <p>Meeting objective:</p> <p>The main purpose of the meeting was to provide the undersecretary with an orientation on the FORSA project approach and activities in the Assiut governorate.</p> <p>Outcome:</p> <p>The Undersecretary appreciated the project orientation and welcomed the project's work in his governorate, however, due to political and security reasons, he requested that FORSA representatives meet with the Ministry of Insurance and Social Affairs (MOISA) central level officials and seek their approval prior to starting the project activities at the field level.</p>
January 29th 2012	Meeting	<p>We succeeded in obtaining an appointment with MOISA at the central level in Cairo. The meeting was attended by the head of the NGO department and the head of the Foreign Organizations department, who recognized Pathfinder from previous work with the Ministry when Pathfinder provided subgrants to CDAs under the Takamol project.</p> <p>Meeting objective:</p> <p>Pathfinder staff provided an orientation on the FORSA project to the MOISA officials and discussed the steps and requirements for Pathfinder International to provide subgrants to the CDAs under the FORSA project in Assiut and Souhag.</p> <p>Outcome:</p> <p>FORSA staff answered all questions and queries by officials and the outcome of the meeting was the following requests from MOISA:</p> <ul style="list-style-type: none"> • An MOU should be signed by Pathfinder International with MOISA through its representative in Egypt

		<ul style="list-style-type: none"> • Pathfinder International is required to provide MOISA with the following documents: • An introduction of Pathfinder International as an organization, describing its previous working experience worldwide, as well as in Egypt • Background information and reasons for giving CDAs subgrants in Egypt, as well as the calculated amount of money for each CDA and the Scope of Work. <p>FORSA staff members requested to receive the needed support from MOISA during CDA selection and follow-up on field work activities. Also, FORSA staff suggested the selection of members from MOISA officials and FORSA staff to form a project steering committee that meets regularly to discuss the accomplished activities and follow up on the project implementation. The concept was appreciated by MOISA officials, bearing into consideration that this would facilitate the process of each CDA obtaining approvals on subgrants from MOISA, thus legalizing the whole process.</p>
February 14th 2012		<p>In response to the above, the requests were shared with Pathfinder International HQ and all required documents were prepared and submitted to MOISA.</p> <p>MOISA officials stated that the documents will be sent to the Ministry of Foreign Affairs and for security clearance.</p>
March 14th 2012	Meeting	<p>After several follow-up phone conversations, several meetings took place on March 14th, 2012 with the head of the Minister's Technical Office, the General Manager of the Social Care Sector and the Supervisor of National Security Department at MOISA at the central level in Cairo.</p> <p>Meeting objectives:</p> <p>The main objectives of these meetings were to follow up and obtain a first-hand update on the approval process based on the requests previously submitted to the Minister's office.</p> <p>Outcome:</p> <p>MOISA officials provided us with the communications demonstrating that the documents have been forwarded to the Minister's office, the central</p>

		<p>department for foreign relations, the NGO central department and the Ministry's Security Department, which constitutes the main factor in obtaining the approval.</p> <p>We were given the contact information of the Ministry's Security Department, which is following up with the National Security to ask about the status of the security clearance at the end of the month.</p>
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